# Briefing email overview

Microsoft is introducing a new productivity-focused, daily email from Cortana that helps you better prepare for your day ahead.

A screenshot of a computer

Description automatically generated

## What the Briefing email can help you do

To help you be more in control of your calendar and tasks, the Briefing email summarizes what’s most important for the day ahead. Cortana sends the Briefing email to you near the start of your workday (as set in Outlook) when you have relevant items to track, such as:

* Tasks and documents related to today’s meetings to help better prepare for them
* Outstanding email commitments and requests to and from other collaborators that might have fallen through the cracks
* Booking daily focus time for independent, deep work

For outstanding tasks or suggested files, you can open the source email or file directly from the Briefing email without needing to search for it elsewhere. You can also complete actions within the email, such as marking tasks as done and booking focus time, if the Briefing is open in an [Adaptive](https://docs.microsoft.com/en-us/adaptive-cards/)[-compatible email client](https://docs.microsoft.com/adaptive-cards/).

## Data privacy and security

Only you can see your Briefing email, which summarizes existing information that’s available directly in your Office 365 mailbox. It’s GDPR compliant, and you can unsubscribe at any time using the Unsubscribe link at the bottom of every email.